

# Archibus User Manual

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## Q&A [How do I... questions]

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This Document is to answer any questions you might have regarding Archibus Web Central use... If you have any questions [How do I...], please send it to [marydawn@yorku.ca](mailto:marydawn@yorku.ca) to be added to this reference. An updated version will be sent to you every time it has been updated...

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## Q: How do I look up a space's occupancy data?

Scenario: You have a Room you think is not used, but want to check the Archibus Room assignment...

A: Option 1 (using one view)

1. Space Manager
2. Space Console
3. Filter by [Building Code + Room Code]
4. Click Filter
5. Check the box beside the Building Code
6. Select Organizations tab for the legend
7. Open up the division to see the Department this space is assigned to...

The screenshot displays the Archibus Space Console interface. On the left is a navigation menu with the following items: Space Planning & Management, Space Inventory & Performance, Space Manager (highlighted with a red '1'), View Departments by: (with sub-items: All Departments, Building, Floor, Departments per Floor), Manage Space Surveys, Space Console (highlighted with a red '2'), Allocation and Benchmarks, View Remaining Area, Show Departmental Stack Plan, Show Departmental Analysis Chart, and Space and Occupancy History.

The main content area is titled 'Space Console' and has two tabs: 'Space' and 'Occupancy'. The 'Locations' section contains filters for '370' (Building), 'FLOOR', and '1090' (Room Code, highlighted with a red '3.'). Below these are fields for 'DIVISION', 'DEPARTMENT', and an 'Unassigned' checkbox. A 'Filter' button (highlighted with a red '4.') is at the bottom right of the filter section. A table below shows search results with columns: Building ID, Floor, Room Area ft², Capacity, Room Count, and COU Gross. The first row is highlighted with a red '5.' and shows '370', 'PRB', '01', '403.97', '0', '1', and '48,71'.

The 'Organizations' tab is selected (highlighted with a red '6.'). It shows a table with columns: Division/Department, Name, Total Area ft², Room Count, and Legend. The first row is highlighted with a red '7.' and shows '23800', 'Assistant Vice-President Campus Services & Business', '403.97', '1', and a grey legend box. The second row is highlighted with a red box and shows '24450', 'Facilities Planning and Renovations, CSBO', '403.97', '1', and a blue legend box.

### Option 2: (using two views)

1. Go to Space Manager
2. Space and Occupancy History

▲ Space Planning & Management

▲ Space Inventory & Performance

▲ Space Manager **1.**

**View Departments by:**

- ✓ ... All Departments
- ... Building
- ✓ ... Floor
- ✓ ... Departments per Floor

■ Manage Space Surveys

✓ Space Console

■ Allocation and Benchmarks

✓ View Remaining Area

■ Show Departmental Stack Plan

✓ Show Departmental Analysis Chart

➔ Space and Occupancy History **2.**

3. Filter by Building Code + Room Code
4. Click the Show button
5. Copy the Department Code under the Department Code Column

**Space History**

**Filter**

Building Code: 429 **3.A** Floor Code: 01 Room Code: 104 **3.B**

Division Code: Department Code: Type: Rooms

Room Category: Room Type: Date: 21/01/2015

**Rooms**

Building Code	Floor Code	Room Code	Room Category	Room Type	Division Code	Department Code	Room Standard
429	01	104	5.0	5.5	21200	21200 <b>5.</b>	05.5.05

6. Go to “Departments per Floor view” to find the Department Name

**View Departments by Departments Per Floor**

**Select Department**

Division Code	Department Code	Department Name	Room Area j
	21200 <b>7.</b> x		
21200	21200	Office of the Dean, Faculty of Science & En... <b>9.</b>	25,27.

7. Paste it in the Department Code Filter panel
8. Click Enter
9. You'll see it under the Department Name Column

## Q: How do I check a Room Capacity?

1. Space Manager
2. Space Console
3. Filter by Building Code and Room ID and click the 'Filter' button

Space Console

Space Occupancy

▼ Locations

Recent Add New

372 3.A 08 ROOM

DIVISION DEPARTMENT Unassigned

☐ Vacant only More Clear Filter

Alt Building ID Room Area ft² Capacity Room Count COU Gi

4. Select the Room from the floor plan



5. Click the "View/Edit Selected Rooms"

Highlights: Divisions

Borders: None

1 selected, 284.06 ft²

View/Edit Selected Rooms Clear

6. Seat Capacity

## Selected Rooms and Employees

Rooms

Employees

						6.
<i>Division</i>	<i>Department</i>	<i>Category</i>	<i>Room Type</i>	<i>Capacity</i>	<i>Seat Capacity</i>	<i>F</i>
School of Social Work, LA&PS	School of Social Work, LA&PS	Laboratory - Undergraduate	Unscheduled Class Lab	0	9	

## Q: How do I see the Occupancy/Room Category plan with legend?

1. Space Manager
2. Space Console
3. Filter by Building ID and Floor ID and hit the 'filter' button
4. Check the box beside the Building Code
5. [For Occupancy] Click the Organizations tab

The screenshot shows the Space Console interface. On the left is a sidebar with a menu. The main area is titled 'Space Console' and has two tabs: 'Space' and 'Occupancy'. Below the tabs is a 'Locations' section with filters for 'Recent', 'Add New', and a settings icon. There are input fields for 'ROOM', 'DIVISION', and 'DEPARTMENT'. Below these are checkboxes for 'Unassigned' and 'Vacant only', and buttons for 'More', 'Clear', and 'Filter'. A table below shows columns for 'Building ID', 'Floor', 'Room Area ft²', 'Capacity', and 'Room'. The first row is highlighted in orange. At the bottom are tabs for 'Organizations', 'Room Categories', and 'Room'.

**Space Manager Menu:**

- Space Planning & Management
- Space Inventory & Performance
- Space Manager 1.

**View Departments by:**

- ... All Departments
- ... Building
- ... Floor
- ... Departments per Floor
- Manage Space Surveys
- Space Console 2.
- Allocation and Benchmarks
- View Remaining Area
- Show Departmental Stack Plan
- Show Departmental Analysis Chart
- Space and Occupancy History

**Space Console Filters:**

ROOM: 429 3.A, 01 3.B

DIVISION: , DEPARTMENT:

☐ Unassigned

☐ Vacant only

More Clear Filter 3.C

**Table:**

	Building ID	Floor	Room Area ft²	Capacity	Room
<input checked="" type="checkbox"/>	429	LSB	01	30,674.24	0

**Bottom Tabs:** Organizations, Room Categories, Room

6. Click the arrow beside the division code in the legend

The screenshot shows the 'Organizations' tab. It has a checkbox for 'Restrict to 429,01' and buttons for 'Add New', a share icon, and a settings icon. Below is a table with columns for 'Division/Department', 'Name', 'Total Area ft²', and 'Room Legend Count'. The first row is highlighted in orange. A legend bar is at the bottom.

☒ Restrict to 429,01

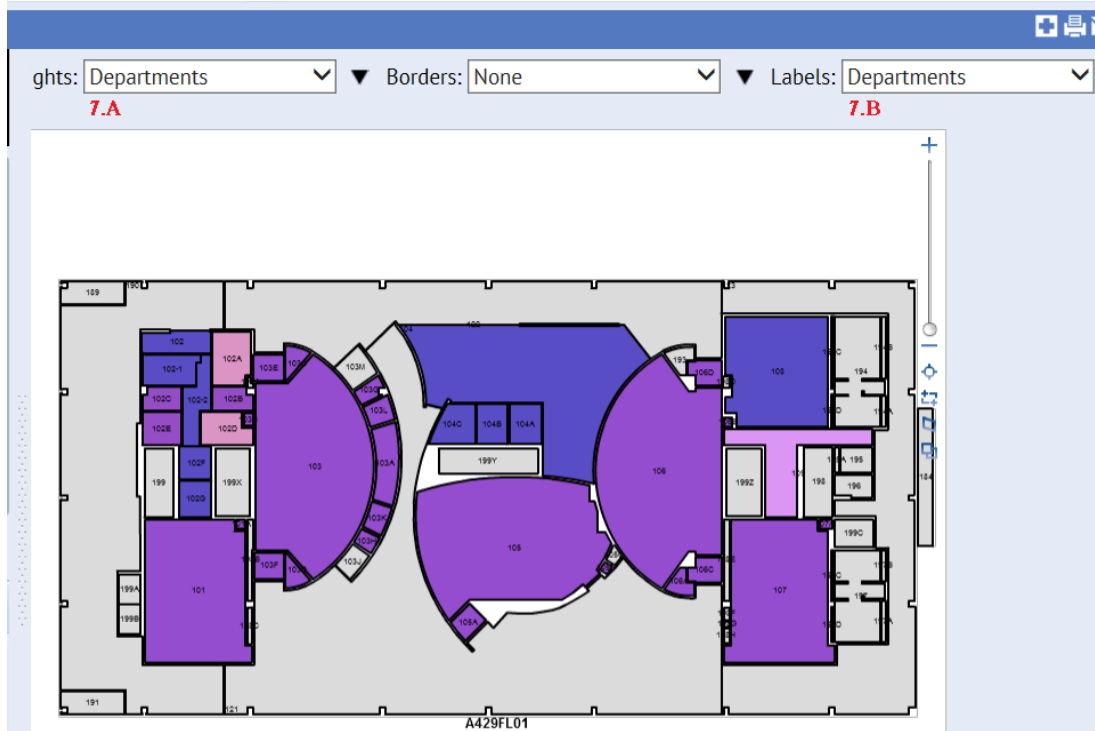
Add New

Division/Department	Name	Total Area ft²	Room Legend Count
21200	Office of the Dean, Faculty of	4,389.74	15

6.

7. Select the Departments from the Highlights drop down menu

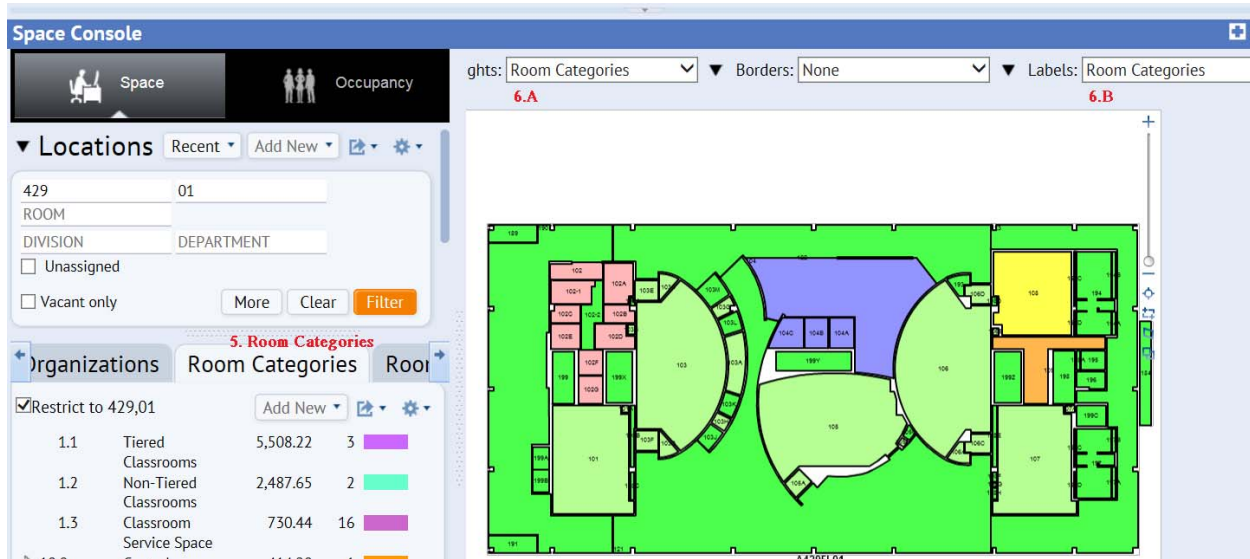




5. [For Room Category] Click the Room Categories tab in the legend

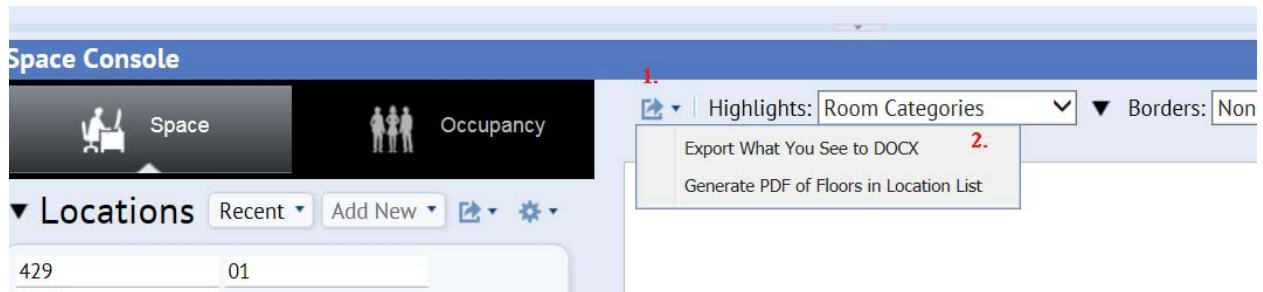
- Click the arrow beside the Room category in the legend

6. Select the Room Categories for both Highlights and Labels

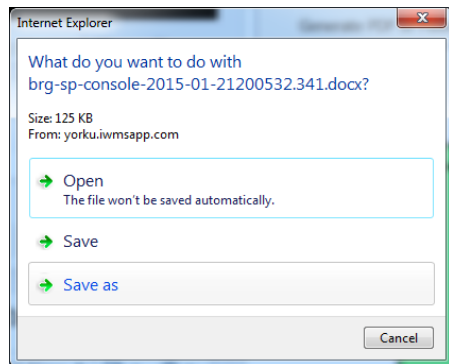


## Q: How do I print the floor plan?

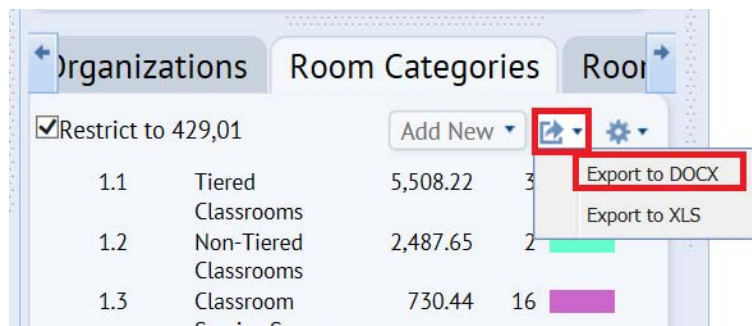
1. Click the arrow beside the Highlights at the top
2. Select one of two options:  
Export What You See to DOCX, or  
Generate PDF of Floors in Location List



3. Click Save as or Open



4. It will open up a Word file for you of the highlighted floor plan
5. Now to print the legend, we need to do the same steps in the legend window as follows:



6. Click Save as or Open
7. It will open up another Word file with the legend and its hierarchy